PAR Documentation

Personnel & Payroll Services Statewide Training

Virtual Training Workbook 04/2021





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Questions/concerns involving Payroll and/or PAR transactions:

SCO Customer Call Center (916) 372-7200

Questions/concerns regarding rules and regulations:

CalHR Personnel Services Branch (916) 323-3343 or psb@CalHR.ca.gov

PLEASE remember to use your manuals/reference materials before calling the Personnel and/or Payroll Liaison.

This course is designed to give personnel staff in California Civil Service an introduction to the Personnel Action Manual (PAM) and experience documenting Personnel Action Requests (PAR). This workbook provides related exercises and sample applications that are typical of the situations personnel staff will encounter.

OVERVIEW

Prerequisites to attending the virtual class:

- > Watch the PAR Documentation Modules 1, 2, & 3 found on the SCO website.
- > Complete the exercises in this manual.

The virtual PAR Documentation class was developed as an alternative to the 2-day in person class. The virtual class is based on a self-study model. To get the most out of the on-line modules, exercise manual, and virtual class, you'll need to extend your own independent research with each activity. Look things up! Make notes! The objective is to increase your familiarity with the PAM.

INSTRUCTIONS

Please complete the exercises in this workbook before attending the virtual class, following the examples found in the online modules. We will go over the answers in the virtual class, and discuss the modules and the exercises at that time. You'll need access to the exercises, and your answers, during the virtual class so you may need to print this workbook.

DISCLAIMER

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Determine the appropriate transaction code and page number for each situation by referring to Appointment Transaction Codes and Required/Conditional Chart indexes on PAM pages 3.3 through 3.8. Depending upon employment status, there may be more than one answer for which Required/Conditional Chart to use.

1.	full-time appointment. Transaction Codepgpg.
2.	For personal reasons, Chloe is voluntarily demoting to a different class. Transaction Code pg
3.	Fred was always in hot water, so it was no surprise to him when he found himself working in another class with a lower salary due to an adverse action. Transaction Code pg
4.	Linda's 6-month limited term appointment is expiring. She has a mandatory right of return to her former position. Transaction Codepg
5.	Rocky returns from a Leave of Absence to his former position at the expiration of his leave. Transaction Codepg
6.	Kevin is moving from a permanent full-time appointment to a six-month, limited term appointment in a higher class. There is no break in service and he is reachable on the Limited Term certification list. Transaction Code pg
7.	The appointing power is closing the San Diego office and Erin objects to being transferred to Fresno. Transaction Codepg
8.	Johnny is accepting an emergency appointment as a Firefighter. Transaction Code pg
9.	Rather than being laid off, Clark decides it is in his best interest to accept a position in the same class, in a different location for the same appointing power. Transaction Code pg
10	Taryn recently retired from state service. Her former department is in real need of her expertise, so she has decided to return to work for 90 days. Transaction Codepg

MISCELLANEOUS CHANGE TRANSACTION REVIEW

Determine the appropriate transaction code by referring to Miscellaneous Change Transaction Codes on PAM pages 3.100 through 3.103

1.	Effective the first of the pay period, at least 10% of Jennifer's time will be spent using her bilingual skills. This will mean more pay for Jennifer.
2.	Kevin is a permanent intermittent employee. During the month of May, he exceeded 1,000 hours in the fiscal year. He will now become a retirement member.
3.	Due to an adverse action, Justin received a salary decrease for two months effective June 01, 2021.
4.	Sharon's present bargaining status is R04 (Rank and File). Her collective bargaining status will change due to new duties making her a confidential employee.
5.	Sarah's time base is changing from full-time to half time.
6.	Jessica days on dock during July resulted in a non-qualifying pay period.
7.	Jake, an intermittent employee, had his MSA denied.
8.	Reese is working in the mail room, but next week she will start in the reproduction section. This will mean a unit and serial number change.
9.	Blake, an intermittent employee, finally received enough hours to complete his probationary period.
10	. Heidi is employed as a Staff Services Analyst and is now eligible for Range B of the class.

Determine the appropriate transaction code by referring to Separation Transaction Codes on PAM pages 3.200 through 3.202.

1.	Retired Annuitant appointments.
2.	Alice resigned one week after her appointment.
3.	Employees terminated without fault from TAU, LT, Emergency, CEA Exempt or Retired Annuitant appointments (no layoff situation.)
4.	Angelina, a permanent intermittent employee, was separated after being on non-pay status for a year
5.	Kylie did not accept the involuntary transfer. She resigned
6.	Jack's medical condition prevented him from working and his regular leave of absence was expiring. He was not eligible for any other type of leave or retirement. His supervisor had to terminate his employment
7.	Tracey left for New York permanently without notifying her supervisor and did not return.
8.	Keith was unable to fulfill the conditions of his employment.
9.	Elliott was on a leave of absence numerous times for a number of reasons:
	Regular leave of absence Military leave (5 months) Non-Industrial Injury Job incurred illness Rejection during probationary period Adverse suspension
	and finally, Voluntary Service Retirement

Directions

- Read the following conditions to determine the Probationary Period Codes and the Right of Return.
- Use the PAM Required/Conditional Indexes, R/C charts, and Item Definitions as necessary. READ ITEM 430 AND ITEM 871 IN SECTION 2 YOUR PAM COMPLETELY!
- Consider the transaction is being processed on a current basis or within legal time limitations if no date is indicated.
- Only complete Item 430 and Item 871 on the PAR.

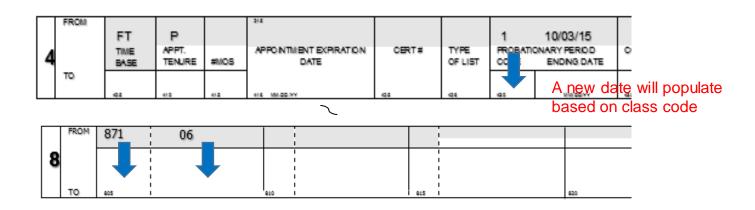
HINT: NOT ALL OF THE TRANSACTIONS ARE APPOINTMENT TRANSACTIONS.

EXAMPLE FROM PAR DOCUMENATION MODULE 2

William, a permanent full-time employee, has permanent status with the State. He is being promoted to Auditor I with the Department of Assets, with no break in service. The Certification List is cleared.

From Section 3: Transaction Code ____A01 ____ Status __Current ____ (is he a new, current, or returning employee)

Required/Conditional Chart Page # ____3.26 ____ Completion date will be From Section 2: Item 430 code _____1 ___ Ending Date __computer generated Item 871 code _____06



HINT: YOU CAN USE YOUR JOB AID FROM PAR DOC MODULE 2 TO HELP YOU IDENTIFY CODES TO USE.

The Right of Return Designation (871) in conjunction with the Probationary Period (430) indicates the circumstances of an employee's <u>mandatory right of return</u>. That is, whether the employee has or does not have a mandatory right of return following another appointment or temporary separation and the length of such right.

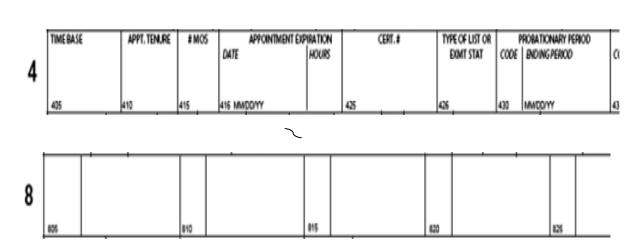
PROBATIONARY PERIOD CODE (ITEM 430)	RIGHT OF RETURN DESIGNATION CODE (ITEM 871)
CODE 1 *	06
CODE 2	04
CODE 3** OR 4	06
CODE 6	BLANK or *EOF (no longer applies to employee current status)
CODE N**	BLANK or *EOF (no longer applies to employee current status)

^{*} Permanent or Probationary employees new to state services - no Right of Return

^{**} When documenting an A03 transaction (mandatory reinstatement), returning from a temporary separation (i.e., S49, S50, S85), the probationary period code (Item 430) <u>must</u> be a 3 or N <u>only</u>.

1. Aimee has accepted a temporary (TAU) appointment to the class of Student Assistant. She has no prior state service.

Transaction Code ______ Status _____ R/C Chart Page _____



2. Patty, a permanent intermittent Toll Collector, gained permanent status by completing the required hours for the probationary period effective 07/21/15.

Transaction Code _____Status _____R/C Chart Page _____

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EXERCISE: PAR ITEM 430 / ITEM 871

3. Val, a Training Officer I at the Department of Training, is transferring to the Department of Polling as a Training Officer I. He had previous worked for 18 months in the Department of Polling as an AGPA prior to his transfer to the Department of Training, and had passed probation as an AGPA. The Department of Polling will require Val to serve a new probationary period. There is no break in service.

Transaction Code _____ Status _____ R/C Chart Page _____ FROM Ρ FT 05/08/15 Cξ TIME PROBATIONARY PERIOD APPT APPOINTMENT EXPIRATION CERT# TYPE TENURE #MQS ENDING DATE BASE DATE OF LIST CODE ΤO 871 06 8

915

920

TΟ

Using Section 2 in the PAM pages 2.101-2.151, PAR line 8 & 9 items, select the appropriate line 8 or 9 item from the list below and complete with the correct information for the individual situation. You will find the correct codes to complete when reading the line 8 & 9 items.

85	0 - Additional Position Substantia	ıtion	872 - Salary Increase Certification
85	1 - Alternate Salary Range Criter	ia	873 - Salary Rate Substantiation,
85	8 - List Clearance Date		Above Minimum
86	3 - Intermittent Hours Work Expe	cted	878 - TAU Clearance
86	7 - Limited Term/Anniversary Da	te	892 - Last Day on Pay Status
	Justification		957 - Other Eligibility Substantiation
87	1 - Right of Return Designation		960 - Corrected Transaction Identifier
1.	Candee's promotion is effective	April 01, 20	21. The certification list was
	cleared on March 27, 2021.		
	TEM	CODE	
2	Due to the poor quality and quar	atity of Prod	lovia work his supervisor has denied his
۷.	MSA.	ility of brau	ley's work, his supervisor has denied his
	ΠΕΜ	CODE	
	11 L IVI	CODL	
3.	The Department of Now and The	en is hirina f	our permanent intermittent employees.
	They will work approximately 10	•	• •
	ПЕМ	-	
4.	Calvin will be serving a probatio	nary period	with his new agency even though he is
	not changing classes and has be	een an Offic	e Assistant for 6 years.
	ПЕМ	CODE	

intentionally blank

ATTENTION: THERE MAY BE PAR ITEMS YOU WILL NEED TO COMPLETE THAT ARE LISTED ON THE REQUIRED/CONDITIONAL CHARTS, BUT ARE NOT LISTED SPECIFICALLY IN THE EXERCISE ITEMS. THIS MEANS YOU NEED TO READ EACH ALLOWABLE PAR ITEM (FOUND ON THE REQUIRED/CONDITIONAL CHART) IN THE PAM TO DETERMINE IF IT IS NEEDS TO BE INCLUDED ON YOUR PAR.

Use the following steps to determine the appropriate transaction and Required/Conditional chart for completion of each exercise.

- 1. Determine the appropriate transaction code by referring to the Appointment, Miscellaneous Change, or Separation definitions.
- 2. Determine the appropriate Required/Conditional chart.

For APPOINTMENTS ONLY consider the employee's:

- (a) Eligibility (A01 certification; A02 transfer, permissive reinstatement, etc.)
- (b) State service status (new, current, returning, additional position)
- (c) Data base status
- 3. Complete the exercises using the appropriate Required/Conditional chart(s).

Refer to PAM Sections 2 and 6 for specific PAR and EAR items when making the appropriate entry and/or determining whether an entry should be made.

4. Be sure to double check your answers!

NOTE:

All exercises are completed as though the employees work schedule were Monday through Friday, 8:00 am to 5:00 pm with a one-hour lunch. All other information, if it applies, will be on the information sheet for the exercise.

EXERCISE 1: NEW HIRE - NO PRIOR STATE SERVICE

This information is provided by your Personnel Analyst to assist you in completing the appointment.

PAR – Lines 1-7

Intermittent Time Base: WWG: **Kimber Martin** 111-22-0505 Social Security Number: Name:

Appt Tenure: 051-000-1120-000 (Seasonal CIk)

9 mo. Appt.-compute exp. date TAU (Non-Testing) Appt Exp: Computergenerated Department Code: **Position Number:**

1120NT **Certification Number:**

New **Probation Period Code:**

MCR Code:

Female Sex:

March 6, 1971 July 10, 2020

Effective Date: E/H Remarks:

Birth Date: County:

New Hire

Hour

2600.00 Monthly

None

Anniversary Date:

Pay Frequency:

Salary Per:

Salary Rate:

Sacramento

E97

CBID:

Self identification-White New Prior State Service: Ethnic Origin:

TM (Retirement Code) Account Code:

Completed 07/06/20 Medical Approval: Oath:

Not Required Fingerprint

PAR – Lines 8/9 Information

ntermittent Hours Expected to Work: 90 hours per month

MQ approved by SPB TAU Clearance:

957: 25-C

Other Substantiation:

Transaction Code

History Status

R/C Chart Page

(new, current, returning)

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We will complete the last two exercises in the virtual class

EXERCISE2: TRANSFER FROM ANOTHER DEPARTMENT/CHANGE IN TIME BASE

This information is provided by your Personnel Analyst to assist you in completing the document.

PAR - Lines 1-7

Position Number: 900-021-1379-002

Department Code: 000

County Code: Sacramento

Effective Date: 02/04/08
Employment Remarks: Transfer
Time Base: 1/2 time (4 hours a

1/2 time (4 hours a day)
d: New Probation (06 months)

Probation Period: New Pr MCR Approval: 1

PAR - Lines 8/9 Information

Other Eligibility Appointment Substantiation - Transfer without Exam Right of Return Designation

PAR - Line 10, Remarks

Reason for Time Base Change on file with department.

R/C Chart Page	
History Status	
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Transaction Code	

(new, current, returning)

PERSONNEL ACTION REQUEST STATE OF CALIFORNIA

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SOCIAL SECURITY #		EN S	EMPLOYER BUNDY	EMPLOYEE'S LAST NAME BUNDY	PRIOR LAST NAME	NAME									D.P. #	# '6'
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DATE HOURS	CODE	RUNGT	#OF MOS	POSITION NUMBER	слеѕ ппе	EVAC	SALARY	'd dA	SALARY	DATA	2	BASE	LNNOO	CODE CODE		
CURRENT STATUS	SC	Ţ		280-101-1379-102	OFF/ASST	60	2037.00	 		01/09	R04	Ħ	6	4		
01/01/08	MSA	a		280-101-1379-102	OFF/ASST	60	2037.00			01/09	R04	Ħ	6	4		
01/01/07	MSA	a		280-101-1379-102	OFF/ASST	60	1940.00	 		01/08	R04	Ħ	6	4	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	
05/02/06	120	a		280-101-1379-102	OFF/ASST	60	1848.00			01/07	R04	Ħ	6	4		
03/01/06	A02	a		280-322-1379-002	OFF/ASST	60	1848.00	 		01/07	R04	Ħ	6	4		
01/01/06	SIS	a		280-101-1379-902	OFF/ASST	œ	1848.00			01/07	R04	Ħ	6	4		
07/03/05	A01	۵		280-101-1379-902	OFF/ASST	60	1760.00			01/06	R04	Ħ	19	4	NEW HIRE	
ADDITIONAL EMPLOYMENT HISTORY AVAILABLE	YMENT	HIS	TORY /	AVAILABLE												

ntentionally Blank

EXERCISE 3: TEMPORARY SEPARATION / REGULAR LEAVE OF ABSENCE

This information is provided by your Personnel Analyst to assist you in completing the transaction documentation.

PAR - Lines 1-7

04/03/08 - 12:00 Noon (worked 4 hours) Effective Date:

Reason for Separation: Family Obligations

Time to be paid

Using Pay Period calendar determine time ~ Pay Immediately

Requested - 9 month leave. Separation Expiration Date:

PAR - Lines 8/9 Information

Complete or delete any Line 8/9 Items appropriate for this transaction.

PAR - Line 10 Remarks

Approval for Leave of Absence filed with the Department.

R/C Chart Page (new, current, returning) History Status **Transaction Code**

	01/09	AMMON	145 mgm	ğ		PAYLETTER #	HHIDD/YY		DISABILITY	2000	455	D INJURY		WCTB/IRS, DATE	HHIDD/YY	FIX NAINTENANCE	000 NOOT 1000	MONTHLY BED.					
ROUTE TO DOT 900	-		7	STABLISHED EARN INGS		PARTE	NBK			300	*	JOB INCURRED INJURY		E S		FIXM			999				240
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200	+		140	ONI CA	6	U	358	w	THIND	ORSIN	445		PROPESSIONAL LICENSE	SATION DA	MN,00,7Y		PARATION	Š	845 MIDDIN	l	MENT	g	
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		AST NAME A	-	HOURS					APPOINTMENT EXPIRATION		,w.	9	SURVIVORS	21140100		TIME	-	-	807ea	TWITTENT	7	-	- wa
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EST	Ճ	TEN BAT		102/04/08 EFFECTIVE DATE AND HOURS		-	315		# MGK		415	MIS	SATETY	MENGER	515	TIME TO	5		B080m		8	F	2) (5 710 sss ss
REQU	BUNDY		10		2	b	\neg	a.	APPT	TENURE	\exists					PAY			905 unov			2 2	WBW
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10 BACKUP INFORMATION	REMARKS									
ON FILE FOR AUDIT SUBSTANTIATION ATTACHED									KENED SY SHITTALS	DATE
11 FOR APPOINTING POWER								_	CONCURRING SIGNATURE	IGNATURE
For Agencies at State Payroll System. The foregoing additions to, deletions from, or change in the original payroll roster of the herein named state agency are true, correct, and in accordance with the law. As modified to date by payroll roster changes filed with the State Controller. To including the within, said original payroll roster is true, correct, and in accordance with the law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved established positions. Any oath 22826 through 22828 inclusive of the Government Code is herein approved Attendance data stated herein is correct complete and in accordance with the laws and regulations.	pregoing additions to, modified to date by p. th the law. All persons. Any oath 22826 three laws and regulation	deletions from, or chang ayroll roster changes file s added to the payroll ros bugh 22828 inclusive of t s.	from, or change in the original payroll roster of the herein named state agency are true, or changes filed with the State Controller. To including the within, said original payroll the payroll roster, or whose status is modified by this payroll roster change were inclusive of the Government Code is herein approved Attendance data stated herein is	ter of the To includ Iffed by ti	herein name Ing the with his payroil ro ved Attenda	ed state age In, said orig ester change nce data sta	ncy are true, nal payroll were ted herein is	A A		
SIGNATURE	DATE PHONE		CONTACT PERSON							
12 EMPLOYEE HISTORY (Information Only)	(Aju									

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SOCIAL SECURITY # 011-11-1119		BUNDY	OYEE!	BUNDY BUNDY	PRIOR LAST NAME	NAME									D.P.#
EFFECTIVE	TRANS	3 AUN3T # ₹	#OF NOS	POSITION NUMBER	CLASS TITLE	3 DM AG	BASED ON SALARY RATE	7 ,00W	PLUS	ADD'L DATA	8 8	TIME	кимоэ	TNUODA 3000	EMPLOYMENT HISTORY REMARKS
CURRENT STATUS	S	-	 -	900-021-1379-002	OFFIASST	m	2037.00	 	† -	[-	894	01/02	34	41	
02/04/08	A02	a.		900-021-1379-002	OFF/ASST	œ	2037.00			01109	8	01/02	34	4	TRANSFER
01/01/08	MSA	a.		280-101-1379-102	OFFIASST	ω	2037.00			01/09	8	Ē	6	4	
01/01/07	MSA	œ.		280-101-1379-102	OFFIASST	œ	1940.00			01/08	8	Ē	6	4	
05/02/08	120	a.		280-101-1379-102	OFFIASST	ω	1848.00			01/07	8	t	6	4	
03/01/08	A02	a.		280-322-1379-002	OFFIASST	œ	1848.00			01/07	8	t	9	4	
01/01/08	Sis	F		280-101-1379-902	OFFIASST	ω	1848.00			01/07	8	Ŀ	6	4	
07/03/05	AOH	-		280-101-1379-902	OFFIASST	ω	1760.00			01/08	8	Ē	9	4	NEW HIRE
ADDITIONAL EMPLOYMENT HISTORY AVAILABLE	DYMENT	HISTO	RY AV	AILABLE		1		1						1	

STATE PAY PERIOD CALENDAR FOR 2008

	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S
JANUA	RY			21	DAYS	168 HRS	FE	BRUAR	RY			21	DAYS	168 HRS		MARCH	1			221	DAYS	176 HRS
				1	2	3							30	31		1	2	3	4	5	6	7
4	5	6	7	8	9	10		1	2	3	4	5	6	7		8	9	10	11	12	13	14
-11	12	13	14	15	16	17		В	9	10	11	12	13	14		15	16	17	18	19	20	21
18	19	20	21	22	23	24	1	5	16	17	18	19	20	21		22	23	24	25	26	27	28
25	26	27	28	29			2	2	23	24	25	26	27	28		29	30	31				
APRIL				22	DAVS	176 HRS	M	v				21	DAVS	168 HRS	•	JUNE				221	DAVS 1	176 HRS
ALINIE			1	2	3	4	INI					21	1	2		JUNE	1	2	3	4	5	6
5	6	7	8	9	10	11		3	4	5	6	7	8	9		7	8	9	10	11	12	13
12	13	14	15	16	17	18	1	0	11	12	13	14	15	16		14	15	16	17	18	19	20
19	20	21	22	23	24	25	1	7	18	19	20	21	22	23		21	22	23	24	25	26	27
26	27	28	29	30		23			25	26	27	28	29	30		28	29	30			20	21
20	21	20	23	50				1	25	20	21	20	23	50		20	27	50	J			
							-	1														
JULY				22	DAYS	176 HRS	AU	GUST				22	DAYS	176 HRS		SEPTEN	MBER			22	DAYS	176 HRS
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5	6	7	8	9	10	-11		2	3	4	5	6	7	8		6	7	8	9	10	11	12
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26				30		25 176 HRS	3	3	17 24 31	18	19	20	21 28	22		20	21 28	22	23	24	25	
				30			2 3 NO	3	17 24 31	18	19	20	21 28	22 29		20	21 28	22	23	24	25	26
				30	DAYS	176 HRS	2 3 NO	3 0 VEMB	17 24 31 ER	18	19 26	20 27 22	21 28 DAYS	22 29		20	21 28	22	23	24	25 DAYS	26 176 HRS
остов	ER	28	29	30 22 1	DAYS 2	176 HRS	NO	3 0 VEMB	17 24 31 ER 2	18 25 3	19 26 4	20 27 22 5	21 28 DAYS	22 29 176 HRS		20 27 DECEM	21 28 BER	22 29	23 30	24	DAYS 1	26 176 HRS 5
остов	ER 5	28	29	22 1 8	DAYS 2	176 HRS 3	2 3 NO	3 0 VEMB 1 8	17 24 31 ER 2	18 25 3 10	19 26 4 11	20 27 22 5 12	21 28 DAYS 6 13	22 29 176 HRS 7 14		20 27 DECEM	21 28 BER	22 29	23 30 2 9	24 221 3 10	25 DAYS 1 4 11	26 176 HRS 5

STATE PAY PERIOD CALENDAR FOR

S	М	Т	W	Т	F	S		S	М	Т	W	T	F	S		S	M	T	W	T	F	S
JANUA	RY			21	DAYS	168 HRS		FEBRU	ARY			22	DAYS	176 HRS		MARCH	ı			22	DAYS	176 HRS
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10	11	12	13	14	15	16		14	15	16	17	18	19	20		13	14	15	16	17	18	19
17	18	19	20	21	22	23		21	22	23	24	25	26	27		20	21	22	23	24	25	26
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10	11	12	13	14	15	16		15	16	17	18	19	20	21		12	13	14	15	16	17	18
17	18	19	20	21	22	23		22	23	24	25	26	27	28		19	20	21	22	23	24	25
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31	<u>'</u>																					
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STATE PAY PERIOD CALENDAR FOR

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ANUAR	Y				21 DAYS	168 HRS.	FEBRUA	RY				21 DAYS	168 HRS.	MARCH					22 DAYS	176 HR
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
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30	31		155-111	Ď.		·	Wiles-			10									-	
PRIL					21 DAYS	168 HRS.	MAY					22 DAYS	176 HRS.	JUNE					22 DAY	S 178 HR
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10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
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	-	1000	27			30 176 HRS.	29 AUGUST		31			22 DAY8	176 HRS.	26 SEPTEN		28	29	30	22 DAYS	3 176 HR
24	-	1000	27			0.00			2	3	4	22 DAYS	176 HRS.			28	29	30	22 DAY:	3 176 HR
24	-	1000	27		22 DAYS	176 HRS.				3 10		1				28	29			
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3 10 17 24 31	25 4 11 18 25 1	5 12 19 26	6 13 20 27	7 14 21 28	22 DAYS	9 16 23 30 3168 HRS.	7 14 21 28 NOVEME	< 8 15 22 29	2 9 16 23 30	10 17 24 31	4 11 18 25	.5 12 19 26	6 13 20 27	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24 3 176HR
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24 3 10 17 24 31	25 4 11 18 25 1	5 12 19 26	6 13 20 27	7 14 21 28	22 DAYS 1 8 15 22 29 21 DAYS	9 16 23 30 3158HRS. 1 8 155	7 14 21 28 NOVEME	< 8 15 22 29 ERR 7 14	2 9 16 23 30	10 17 24 31 2 9 16	4 11 18 25 3 10 17	.5 12 19 26 22 DAYS 4 11 18	6 13 20 27 176 HRS. 5 12 19	4 11 18 25 DECEME	5 12 19 26 SER	6 13 20 27 6 13	7 14 21 28 7 14	1 8 15 22 29	2 9 16 23 30 22 DAYS 2 9 16	3 10 17 24 3 178H8 3 10 17
3 10 17 24 31 CTOBE	25 4 11 18 25 1	26 5 12 19 26	6 13 20 27	7 14 21 28	22 DAYS 1 8 15 22 29 21 DAYS	178 HRS. 2 9 16 23 30 3158 HRS. 1 8	7 14 21 28 NOVEME	8 15 22 29 7	2 9 16 23 30	10 17 24 31 2 9	4 11 18 25 3 10	.5 12 19 26 26	6 13 20 27 176 HRS. 5 12	4 11 18 25 DECEMB	5 12 19 26 SER	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30 22 DAYS 2 9	3 10 17 24 3 10